



**Alaska Air National Guard Announcement Number: AKANG 11-12**

**Position Title: Knowledge Operations Manager**

**AFSC: 3D071/ANY MAY APPLY**

**Grade Req: MIN E-3**

**MAX E-7**

**Unit/Duty Location: 168<sup>th</sup> Communications Flight, Eielson Air Force Base, Alaska**

**OPENING DATE: 16 NOVEMBER 2010**

**CLOSING DATE: 1 DECEMBER 2010**

**WHO MAY APPLY/AREAS OF CONSIDERATION: LOCAL**

**AREA OF CONSIDERATION:** *Applications for this announcement (AKANG 11-12)* that will be forwarded for consideration will consist of all Alaska National Guard personnel who 1) currently hold the advertised AFSC at the advertised skill level, and meet the grade requirement listed above or AKANG AGRs who meet the minimum criteria for retraining (specifications listed below) and meet the grade requirement or 3) personnel who are eligible to become members of the Alaska Air National Guard, possess the AFSC or meet the minimum criteria for retraining as stated below in addition to meeting the listed grade requirements. If you do not meet any of these criteria, your application will not be forwarded for consideration.

**SELECTING SUPERVISOR: CMSgt Cindy Gollwitzer**

**Major duties may include:**

- Performs data management
- Manages process of planning, coordinating, managing, sharing, and controlling organization's data assets
- Manages databases for the storage, modification, and retrieval of information to produce reports, answer queries, and record transactions.
- Performs information management functions
- Conducts information analyses to determine proper flow and life-cycle management of information, regardless of medium
- Operates information systems to create, collect, process, disseminate, use, store, protect, and dispose of information
- Oversees organizations' compliance and management of AF Portal and collaboration tools
- Manages publications and forms development, design, control, storage, acquisition and dissemination
- Provides guidance to ensure publications and forms meet prescribed style, format, and legal and statutory requirements
- Focal point for Internet and e-mail management and use policies
- Creates manual and electronic file plans
- Applies file cutoff procedures and disposes of and retrieves records
- Operates and manages records information management system and records staging areas
- Complies with Privacy Act (PA) and Freedom of Information Act (FOIA) procedures and provides assistance to ensure others comply
- Provides guidance and assistance on common, standard electronic communications applications and establishes policy, processes, and procedures for document management, collaboration, and workflow
- Receives visitors and telephone calls and exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions
- Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions
- Receives incoming correspondence, screens material prior to distribution, establishes controls, and follows up
- Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments
- Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports
- Other duties as assigned

**Initial Eligibility Criteria:**

**APTITUDE REQUIREMENT  
ADMINISTRATIVE - 47**

**PHYSICAL PROFILE  
PULHES - 333233**

**SECURITY CLEARANCE  
Secret**

**Desirables:**

- |   |  |   |
|---|--|---|
| ➤ Experience or knowledge of collaboration/web service applications and tools; architectures; records staging operations; and knowledge management capabilities | ➤ Experience performing or supervising functions such as knowledge management planning | ➤ Liaison/outreach between units and customers and information integration/presentation |
|---|--|---|

**Applicants need to submit Current Records Review Rip (vMPF RIP)\***

**\*See page 2 for All Required Documentation needed**

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	Applicant must be medically qualified IAW AFI 48-123. Induction physical must be conducted not more than 24 mos prior to entry on AGR duty
Applicants must meet the fitness assessment standards at the time they are placed into the AGR program	Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Overgrade applicants must indicate in writing their willingness to be administratively reduced in rank if assigned to the position. Package will not be forwarded without statement	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD
Applicants must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered on a case-by-case basis for exceptional circumstances. "	If a selectee does not possess the advertised AFSC, he/she must complete the required training/ assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

**APPLICATION PROCEDURES:** Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Fort Richardson, AK 99505-5800**. Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received that are not signed will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the application package must include at least the NGB-34-1. Items 2-4 are requested *by the selecting supervisor*. If the requested documents are not submitted, you may include a letter of explanation.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP
3. CURRENT Fitness Test
4. CURRENT Worldwide Deployability statement (from clinic)

**\*\*SUBMIT NO STAPLES/NO BINDINGS\*\***

**\*\* Alaska Air National Guard - AGR's who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months.\*\***

**QUESTIONS:**

The HRO Liaison- 168<sup>th</sup> Force Support Flight, MSgt Ashley Hill, 907-377-8758 (DSN 317-377-8758)  
To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

**THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.